

# FundingMT.org (WebGrants) FFY16-17 EMPG claim reimbursement guide

Sign into FundingMT.org

To access your account, visit [www.fundingmt.org](http://www.fundingmt.org). Some components of the system do not work well with the Google Chrome browser, it is advised that you use Mozilla Firefox or Internet Explorer.

Input your user ID and Password, then click 'login'.

If you have forgotten your user name you can contact your Grant Program Manager at MT DES. If you forget your password, use the 'forgot password' link, MT DES staff cannot retrieve your password for you.

https://fundingmt.org/logout.do

WebGrants - State of Mont...

## Montana Grants and Loans

System Compatibility

Log In

**Login**

User ID: \*

Password: \*

Login

[Forgot Password?](#)

A Partnership Between

MONTANA Department of AGRICULTURE

Montana Fish, Wildlife & Parks

MONTANA DNRC

MONTANA DEPARTMENT OF COMMERCE

Montana Department of LABOR & INDUSTRY

MONTANA DISASTER EMERGENCY SERVICES DES

MONTANA MDTA DEPARTMENT OF TRANSPORTATION

New to WebGrants - State of Montana?  
[Register Here](#)

Funding Opportunities Offered by Montana State Agencies  
[Search Here](#)

All users must have their own user name and password. Multiple users can be assigned to your grant, contact your Grant Program Manager at MT DES if you need assistance with registering users.

Once signed in to FundingMT.org, the main menu will appear:

Click on 'My Grants'

The screenshot shows the 'Montana Grants and Loans' main menu. At the top is a logo with the word 'Montana' in a script font and 'Grants and Loans' in a bold sans-serif font, with a mountain and sun icon. Below the logo is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Welcome' and 'Main Menu'. It contains a list of links: Grantee Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. The 'My Grants' link is circled in red.

Montana Grants and Loans

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Grantee Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants**

A screen similar to the one below will appear:

Under the 'title' heading you may see one or multiple grants, depending on your jurisdiction. Click on the name of the grant that you're working on. For this example we'll be using the 'Honzel Test EMPG' grant.

The screenshot shows the 'Grant Tracking' page. It features a table of current grants with columns for ID, Status, Year, Title, Program Area, Grant Administrator, and Grant Amount. The 'Honzel Test EMPG' grant is circled in red. The table also includes a 'Total' row showing a sum of \$755,286.12. The page footer indicates 'Showing 1 - 8 of 8'.

Montana Grants and Loans

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Current Grants | Closed Grants | Claims

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

| ID    | Status   | Year | Title                                       | Program Area                                 | Grant Administrator | Grant Amount |
|-------|----------|------|---|--|---------------------|--------------|
| 26836 | Underway | 2015 | Next Gen Reverse 911 System, City of Helena | MTDES Homeland Security                      | Burke Honzel        | \$173,000.00 |
| 27214 | Underway | 2015 | BH 3/11/15 Updated Budget Test              | MTDES Homeland Security                      | Burke Honzel        | \$110,907.21 |
| 27447 | Underway | 2015 | test 1                                      | MTDES Emergency Management Performance Grant | Stevn Henke         | \$0.00       |
| 27465 | Underway | 2015 | Test 2                                      | MTDES Emergency Management Performance Grant | Stevn Henke         | \$135.05     |
| 24045 | Underway | 2015 | Test of Budget 12/11 BH                     | MTDES Test Program Area                      | Angie Nelson        | \$92,925.00  |
| 32746 | Underway | 2015 | Honzel Test 4                               | MTDES Emergency Management Performance Grant | Kent Atwood         | \$216,343.46 |
| 33131 | Underway | 2015 | <b>Honzel Test EMPG</b>                     | MTDES Emergency Management Performance Grant | Kent Atwood         | \$79,998.00  |
| 36042 | Underway | 2015 | TESTING Forms                               | MTDES Homeland Security                      | Burke Honzel        | \$81,977.40  |
| Total |          |      |   |  |                     | \$755,286.12 |

Showing 1 - 8 of 8

You should now see a screen similar to the one below:

To begin your claim, click the 'Claims' button.

| Grant Components                                     |             |
|--|-------------|
| You can define your own alerts in the Alerts section |             |
| Component  | Last Edited |
| <a href="#">General Information</a>                  | 02/11/2016  |
| <a href="#">Claims</a>                               |             |
| <a href="#">Status Reports</a>                       |             |
| <a href="#">Correspondence</a>                       |             |
| <a href="#">Contract Documents</a>                   |             |
| <a href="#">Soft Match Test Budget 3</a>             | 02/14/2016  |
| <a href="#">Opportunity</a>                          | -           |

You should now see a screen similar to the one below:

If this is your first claim for this grant, you won't see anything listed under 'ID'. To begin a new claim, click the 'add' button.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 39540 - SMTEST2 -

Status: Underway

Program Area: MTDES Test Program Area

Grantee Organization: Grantee Organization

Program Officer: Burke Honzel

Awarded Amount: \$45,450.00

Claims

Copy Existing Claim | Scheduler | Annotations(0) | Return to Components

| ID          | Type          | Status   | Date Submitted | Date Paid  | Date From-To            | Claim Amount |
|-------------|---------------|----------|----------------|------------|-------------------------|--------------|
| 39540 - 001 | Reimbursement | Paid     | 02/11/2016     | 02/15/2016 | 09/01/2015 - 12/31/2015 | \$10,347.14  |
| 39540 - 002 | Reimbursement | Approved | 02/16/2016     |            | 01/01/2016 - 01/31/2016 | \$35,102.86  |
| 39540 - 003 | Reimbursement | Editing  |                |            | 02/01/2016 - 02/02/2016 | \$3,551.15   |
| 39540 - 004 | Reimbursement | Editing  |                |            | 02/03/2016 - 02/04/2016 | \$1,500.00   |
| 39540 - 005 | Reimbursement | Editing  |                |            | 02/05/2016 - 02/06/2016 | \$500.00     |
| 39540 - 006 | Reimbursement | Editing  |                |            | 02/07/2016 - 02/07/2016 | \$750.00     |
| 39540 - 007 | Reimbursement | Editing  |                |            | 02/17/2016 - 02/19/2016 | \$0.00       |
|             |               |          |                |            | Submitted Amount        | \$0.00       |
|             |               |          |                |            | Approved Amount         | \$35,102.86  |
|             |               |          |                |            | Paid Total              | \$10,347.14  |
|             |               |          |                |            | Total                   | \$51,751.15  |

- For the field 'Claim Type', ensure that 'Reimbursement' is selected.
- For the field 'Report Period', enter the dates of the quarter that you are reporting for.
- For the field 'Claim Status', ensure that 'Editing' is selected.

The fields 'Due Date' and 'Final Request' are not required and can be ignored.

Click 'Save' when finished.

For the field 'Claim Type', ensure that 'Reimbursement' is selected.

For the field 'Report Period', enter the dates of the quarter that you are reporting for.

For the field 'Claim Status', ensure that 'Editing' is selected.

The fields 'Due Date' and 'Final Request' are not required and can be ignored.

Click 'Save' when finished.

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', and 'Edit' on the right. Below this is a header section with the 'Grant Tracking' logo. The main content area is titled 'Claim General Information' and includes a descriptive sentence: 'To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.' The form contains several fields: 'Claim Type' (a dropdown menu set to 'Reimbursement'), 'Report Period' (two date input fields labeled 'From' and 'to'), 'Claim Status' (a dropdown menu set to 'Editing'), and 'Due Date' (a date input field). Red arrows from the text above point to the 'Claim Type', 'Report Period', and 'Claim Status' fields.

You've now created a claim and are ready to edit the information in it. You should see a screen similar to the one below. This test screen shows multiple claims but if this is your first claim you may only see one.

Click on whichever claim you just created to begin. For this example we'll click on the last claim entered as it has not yet been submitted.

| Claims      |               |          |                |            |                         |              | Copy Existing Claim | Scheduler | Annotations(0) | Return to Components |
|-------------|---------------|----------|----------------|------------|-------------------------|--------------|---------------------|-----------|----------------|----------------------|
| ID          | Type          | Status   | Date Submitted | Date Paid  | Date From-To            | Claim Amount |                     |           |                |                      |
| 39540 - 001 | Reimbursement | Paid     | 02/11/2016     | 02/15/2016 | 09/01/2015 - 12/31/2015 | \$10,347.14  |                     |           |                |                      |
| 39540 - 002 | Reimbursement | Approved | 02/16/2016     |            | 01/01/2016 - 01/31/2016 | \$35,102.86  |                     |           |                |                      |
| 39540 - 003 | Reimbursement | Editing  |                |            | 02/01/2016 - 02/02/2016 | \$3,551.15   |                     |           |                |                      |
| 39540 - 004 | Reimbursement | Editing  |                |            | 02/03/2016 - 02/04/2016 | \$1,500.00   |                     |           |                |                      |
| 39540 - 005 | Reimbursement | Editing  |                |            | 02/05/2016 - 02/06/2016 | \$500.00     |                     |           |                |                      |
| 39540 - 006 | Reimbursement | Editing  |                |            | 02/07/2016 - 02/07/2016 | \$750.00     |                     |           |                |                      |
| 39540 - 007 | Reimbursement | Editing  |                |            | 02/17/2016 - 02/19/2016 | \$0.00       |                     |           |                |                      |
|             |               |          |                |            | Submitted Amount        | \$0.00       |                     |           |                |                      |
|             |               |          |                |            | Approved Amount         | \$35,102.86  |                     |           |                |                      |
|             |               |          |                |            | Paid Total              | \$10,347.14  |                     |           |                |                      |
|             |               |          |                |            | Total                   | \$51,751.15  |                     |           |                |                      |

Once you've clicked into your claim you should see a screen similar to the one below:

Click 'edit' to continue.

Menu | Help | Log Out

Back | Print | Add | Delete | **Edit** | Save

**Grant Tracking**

**Instructions**

*Print to PDF* will convert the claim plus any PDF attachments into a single PDF file. *Edit Approval* allows up to 5 levels of internal approval. *View Voucher* allows staff to allocate expenses to fund sources and finalize the claim for payment. *Void* allows staff to cancel a claim after it has been processed/paid. *Negotiation* will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. *Annotations* allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. *Versions* will display all component versions that were created as a result of the negotiation process. *Feedback* allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. *Withdraw* changes the status of the claim to Withdrawn and removes the claim from the payment process.

**Details**

[Print to PDF](#) | [Withdraw](#) | [Annotations \(0\)](#) | [Versions](#) | [Feedback](#)

**39540-SMTEST2**

**MTDES Test Program Area**

Award Year:  
Contract Number: 39540  
Claim Type: Reimbursement  
Reporting Period: 02/17/2016 - 02/19/2016  
Claim Number: 39540 - 007  
Submitted By:  
Submitted Date:  
Final Request?

Status: Editing  
Approved By:  
Approved Date:  
Paid Date:  
Vendor Number:  
Invoice Number:

**Claim Approval**

| Level | Approved By | Approved Date | Approval | Comments |
|-------|-------------|---------------|----------|----------|
|-------|-------------|---------------|----------|----------|

**Applicant and Organization**

**Applicant**

Name:\*  
Title:  
Email:\*  
Alternate Email:  
Address:\*  
  
\*  
Phone:\*  
Alternate Phone:  
Fax:  
Comments:

Salutation  
First Name  
Middle Name  
Last Name  
  
City  
State/Province  
Postal Code/Zip  
  
Phone  
Ext.  
  
Phone  
Ext.

**Organization Information**

Name:\* Grantee Organization  
Organization Type: Out of State For-Profit Company  
Organization Website: www.grantororg.com  
Address:\* 578 Main st.  
1st Floor  
  
\*  
City: Stonesville  
State/Province: Virginia  
Postal Code/Zip: 84111  
Phone:\* 456-538-8700  
Ext.  
Alternate Phone:  
Fax: 801-538-8888  
Email address:  
Alternate Email:  
Comments:

You should now see a screen that looks similar to the one below:

You should already have a checkmark next to the 'General Information' component, click on the 'Reimbursement2' component to continue.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| <a href="#">General Information</a>   | ✓         | 02/18/2016  |  |
| <a href="#">Reimbursement2</a>  |           |             |  |
| <a href="#">Expenditure Documentation</a>   |           |             |  |
| <a href="#">Soft Match Tracking</a>   |           |             |  |
| <a href="#">Equipment and Accountable Supplies</a>  |           |             |  |
| <a href="#">Certification - Applicant Agent</a>   |           |             |  |
| <a href="#">Other Supporting Documentation</a>  |           |             |  |

You should now see a screen that looks similar to the one below:

This screen is where you enter your expenditures, this screen is populating from the budget that you entered on your original grant application. The sample budget below will look different from your actual budget.

Enter the dollar value of any soft match you had during this quarter. If you had no soft match leave this field blank.

For each line item, enter your actual expenses incurred. Don't worry about doing the math for your match, the system will automatically calculate the proper amounts. For this example we'll use simple numbers of \$100 in expenses for each line. Note that the system will allow you to enter a higher amount per budget line, up to 10% of the original budget. However, the system will not allow you to submit a total that exceeds your total budget.

When you've entered in your expenses, click 'save'.

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Claim: 33131 - 007** [Grant Components](#)

**Grant:** 33131-Honzel Test EMPG  
**Status:** Editing  
**Program Area:** MTDES Emergency Management Performance Grant  
**Grantee Organization:** Test MTDES Organization  
**Program Manager:** Kent Atwood

**Soft Match**  
Soft Match This Period

| Reimbursement2                             | Budget Category | Budget      | Total Expenses This Period      |
|--|-----------------|-------------|---------------------------------|
| <b>Personnel (Salaries &amp; Benefits)</b> |                 |             |                                 |
| 20%  |                 | \$30,000.00 | <input type="text" value="50"/> |
| 20%  |                 | \$18,000.00 | <input type="text" value="50"/> |
| <b>Organization Travel</b>                 |                 |             |                                 |
| Burke                                      |                 | \$665.00    | <input type="text" value="50"/> |
| Honzel                                     |                 | \$897.50    | <input type="text" value="50"/> |
| <b>Organization Supplies / Equipment</b>   |                 |             |                                 |
| Ink/Toner                                  |                 | \$250.00    | <input type="text" value="50"/> |
| Office Supplies                            |                 | \$1,250.00  | <input type="text" value="50"/> |
| <b>Organization Contractual</b>            |                 |             |                                 |
| Phone Contract                             |                 | \$400.00    | <input type="text" value="50"/> |
| Rent                                       |                 | \$7,500.00  | <input type="text" value="50"/> |
| <b>Organization Other Costs</b>            |                 |             |                                 |
| Repeater Maintenance                       |                 | \$2,500.00  | <input type="text" value="50"/> |
| <b>Planning Travel</b>                     |                 |             |                                 |
| Honzel                                     |                 | \$223.00    | <input type="text" value="50"/> |
| <b>Planning Supplies / Equipment</b>       |                 |             |                                 |
| Paper                                      |                 | \$75.00     | <input type="text" value="50"/> |
| <b>Planning Contractual</b>                |                 |             |                                 |
| THIRA Developer                            |                 | \$10,000.00 | <input type="text" value="50"/> |
| <b>Planning Other Costs</b>                |                 |             |                                 |
| Food                                       |                 | \$100.00    | <input type="text" value="50"/> |
| <b>Training: Travel</b>                    |                 |             |                                 |
| Burke                                      |                 | \$525.00    | <input type="text" value="50"/> |
| Honzel                                     |                 | \$675.00    | <input type="text" value="50"/> |
| <b>Training: Supplies</b>                  |                 |             |                                 |
| Med Kits                                   |                 | \$150.00    | <input type="text" value="50"/> |
| <b>Training: Contractual</b>               |                 |             |                                 |
| Room Rental                                |                 | \$750.00    | <input type="text" value="50"/> |
| <b>Training: Other Costs</b>               |                 |             |                                 |
| Working Lunch                              |                 | \$500.00    | <input type="text" value="50"/> |
| <b>Exercise: Travel</b>                    |                 |             |                                 |
| Honzel                                     |                 | \$512.50    | <input type="text" value="50"/> |
| <b>Exercise: Supplies/Equipment</b>        |                 |             |                                 |
| 72 hr Kits                                 |                 | \$2,500.00  | <input type="text" value="50"/> |
| paper, etc                                 |                 | \$150.00    | <input type="text" value="50"/> |
| <b>Exercise: Contractual</b>               |                 |             |                                 |
| Exercise Coordinator                       |                 | \$250.00    | <input type="text" value="50"/> |
| Portable Toilets/Showers                   |                 | \$400.00    | <input type="text" value="50"/> |
| <b>Exercise: Other Costs</b>               |                 |             |                                 |
| Misc                                       |                 | \$150.00    | <input type="text" value="50"/> |
| <b>Equipment</b>                           |                 |             |                                 |
| Computer                                   |                 | \$750.00    | <input type="text" value="50"/> |
| Printer                                    |                 | \$375.00    | <input type="text" value="50"/> |
| Projector                                  |                 | \$450.00    | <input type="text" value="50"/> |



You should now be returned to the 'components' screen, which will look similar to the screen below.

You're now ready to move on to the next component, click on 'Expenditure Documentation'.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| General Information   | ✓         | 02/18/2016  |  |
| Reimbursement?  | ✓         | 02/19/2016  |  |
| Expenditure Documentation   |           |             |  |
| Soft Match Tracking   |           |             |  |
| Equipment and Accountable Supplies  |           |             |  |
| Certification - Applicant Agent   |           |             |  |
| Other Supporting Documentation  |           |             |  |

You should now see a screen that looks similar to the one below.

Click 'add' to continue.

Menu | Help | Log Out

Back | Print | **Add** | Delete | Edit | Save

Grant Tracking

Claim: 33131 - 007

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

Expenditure Documentation

Mark as Complete | Go to Claim Forms

Click 'Add' at the top of the screen to upload your documentation

Upload all General Ledgers justifying the claimed expenses incurred

| Description | File Name | File Size | Date Uploaded |
|-------------|-----------|-----------|---------------|
|-------------|-----------|-----------|---------------|

You should now see a screen that looks similar to the one below.

Click 'browse' to find your general ledgers on your computer.

Attach File

Click 'Add' at the top of the screen to upload your documentation

Upload all General Ledgers justifying the claimed expenses incurred

Upload File:  **Browse...**

Description:\*



Once you've selected the file on your computer, you should see a screen similar to the one below.

Note that the file you just selected shows in the 'upload file' section.

Be sure to enter a description of the file as it is a required field.

Click 'save' to continue.

**Attach File**

Click 'Add' at the top of the screen to upload your documentation

Upload all General Ledgers justifying the claimed expenses incurred

Upload File: Y:\Sample general ledger.docx Browse...

Description:\*

You should now see a screen that looks similar to the one below.

If you need to add additional general ledgers, click the 'add button again.

If you're finished uploading your ledgers, click 'mark as complete'.

**Grant Tracking**

Claim: 33131 - 007 Grant Components

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

**Expenditure Documentation** Create New Version | Mark as Complete | Go to Claim Forms

Click 'Add' at the top of the screen to upload your documentation

Upload all General Ledgers justifying the claimed expenses incurred

| Description    | File Name                  | File Size | Date Uploaded |
|----------------|----------------------------|-----------|---------------|
| General ledger | Sample general ledger.docx | 12 KB     | 02/19/2016    |

You should now be taken back to the ‘component’s screen, which should look similar to the screen below.

You’re ready to move on to the next component, click on ‘soft match tracking’ to continue. Even if you don’t use soft match, you’ll still need to enter into this component in order for your claim to be complete.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| <a href="#">General Information</a>   | ✓         | 02/18/2016  |  |
| <a href="#">Reimbursement2</a>  | ✓         | 02/19/2016  |  |
| <a href="#">Expenditure Documentation</a>   | ✓         | 02/19/2016  |  |
| <a href="#">Soft Match Tracking</a>   |           |             |  |
| <a href="#">Equipment and Accountable Supplies</a>  |           |             |  |
| <a href="#">Certification - Applicant Agent</a>   |           |             |  |
| <a href="#">Other Supporting Documentation</a>  |           |             |  |

You should now see a screen that looks similar to the screen below:

If you have soft match information to enter, click ‘add’.

If you don’t have any soft match information to enter, click ‘mark as complete’ to continue.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

Claim: 33131 - 008

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

**Soft Match Tracking**

[Mark as Complete](#) | [Go to Claim Forms](#)

Add all meetings/trainings that are being reported for Soft Match.  
*Please remember that you cannot count any Federally Funded personnel in Soft Match.*

| Meeting/Training Purpose | Date | Number of Hours | Number of Eligible Personnel | Volunteer Rate | Value of Personnel Time | number of eligible miles | IRS Mileage Rate | Value of Mileage | Total Soft Match Value |
|--------------------------|------|-----------------|------------------------------|----------------|-------------------------|--------------------------|------------------|------------------|------------------------|
|--------------------------|------|-----------------|------------------------------|----------------|-------------------------|--------------------------|------------------|------------------|------------------------|

Last Edited By:

If you clicked 'add' on the previous page, you'll now see a screen that looks similar to the screen below.

If you did not have any soft match information to enter and clicked 'mark as complete' on the previous page, skip this section and move to the next step.

Enter any applicable information into the fields on this screen for your soft match and click 'save' to continue.

If you have more than one meeting during this claim cycle that you're using soft match for, you'll need to repeat this step for each meeting.


[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Claim: 33131 - 007** [Grant Components](#)

**Grant:** 33131-Honzel Test EMPG  
**Status:** Editing  
**Program Area:** MTDES Emergency Management Performance Grant  
**Grantee Organization:** Test MTDES Organization  
**Program Manager:** Kent Atwood

**Soft Match Tracking**  
Add all meetings/trainings that are being reported for Soft Match.  
Please remember that you cannot count any Federally Funded personnel in Soft Match.

**Meeting/Training Purpose\***   
**Date**    
**Number of Hours**   
**Number of Eligible Personnel**   
Please use the current Volunteer Rate. The current rate is \$23.07 but may be adjusted during this grant cycle.  
**Volunteer Rate**   
**number of eligible miles**   
IRS mileage rate starting January 1, 2016 is \$0.54 per mile  
**IRS Mileage Rate**

If you have additional meetings you need to claim soft match for, click the 'add' button to repeat the previous step.

If you have no additional meetings to enter, click 'mark as complete'.

**Menu** | **Help** | **Log Out** | **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

**Grant Tracking**

**Claim: 33131 - 009** **Grant Components**

**Grant:** 33131-Honzel Test EMPG  
**Status:** Editing  
**Program Area:** MTDES Emergency Management Performance Grant  
**Grantee Organization:** Test MTDES Organization  
**Program Manager:** Kent Atwood

**Soft Match Tracking** **Create New Version** | **Mark as Complete** | **Go to Claim Forms**

Add all meetings/trainings that are being reported for Soft Match.  
*Please remember that you cannot count any Federally Funded personnel in Soft Match.*

| Meeting/Training Purpose | Date | Number of Hours | Number of Eligible Personnel | Volunteer Rate | Value of Personnel Time | number of eligible miles | IRS Mileage Rate | Value of Mileage | Total Soft Match Value |
|--------------------------|------|-----------------|------------------------------|----------------|-------------------------|--------------------------|------------------|------------------|------------------------|
| party planning           |      | 0               |                              | \$0.00         | \$0.00                  |                          | \$0.00           | \$0.00           | \$0.00                 |

Once you've clicked 'mark as complete' on the previous screen, you'll return to the 'components' screen, which should look similar to the screen below:

You're ready to move on to the next component, click on 'equipment and accountable supplies' to continue.

Note that even if you don't have any equipment or accountable supplies to report, you still need to enter into

| Components  |           |             | Preview | Submit |
|---|-----------|-------------|---------|--------|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |         |        |
| Name  | Complete? | Last Edited |         |        |
| General Information   | ✓         | 02/18/2016  |         |        |
| Reimbursement2  | ✓         | 02/19/2016  |         |        |
| Expenditure Documentation   | ✓         | 02/19/2016  |         |        |
| Soft Match Tracking   | ✓         | 02/19/2016  |         |        |
| Equipment and Accountable Supplies  |           |             |         |        |
| Certification - Applicant Agent   |           |             |         |        |
| Other Supporting Documentation  |           |             |         |        |

You should now see a screen that looks similar to the screen below.

If you don't have any equipment or accountable supplies that you purchased for this claim period, simply click 'mark as complete' to continue.

If you have equipment or accountable supplies that you purchased during this claim period, click on 'add' to continue.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Claim: 33131 - 007 [Grant Components](#)

Grant: **33131-Honzel Test EMPG**

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

**Equipment Inventory** [Mark as Complete](#) | [Go to Claim Forms](#)

| AEL # | Description of Equipment/Accountable Supply | Serial Number | Acquisition Date | Grant Funds Spent | Physical Location of Equipment | Additional Information |
|-------|---|---------------|------------------|-------------------|--------------------------------|------------------------|
|-------|---|---------------|------------------|-------------------|--------------------------------|------------------------|

If you clicked 'add' on the previous page, you'll now see a screen that looks similar to the screen below.

If you did not have any equipment or accountable supplies during this claim period and you clicked 'mark as complete' on the previous page, skip this section and move to the next step.

Enter any applicable information into the fields on this screen for your purchases and click 'save' to continue.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Claim: 33131 - 007 [Grant Components](#)

Grant: **33131-Honzel Test EMPG**

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

**Equipment Inventory**

AEL #

Description of Equipment/Accountable Supply

Serial Number

Acquisition Date


Grant Funds Spent

Physical Location of Equipment

Additional Information

If you need to add additional equipment, click 'add' again to repeat the previous step.

Click 'mark as complete' to continue to the next section.



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Claim: 33131 - 009

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

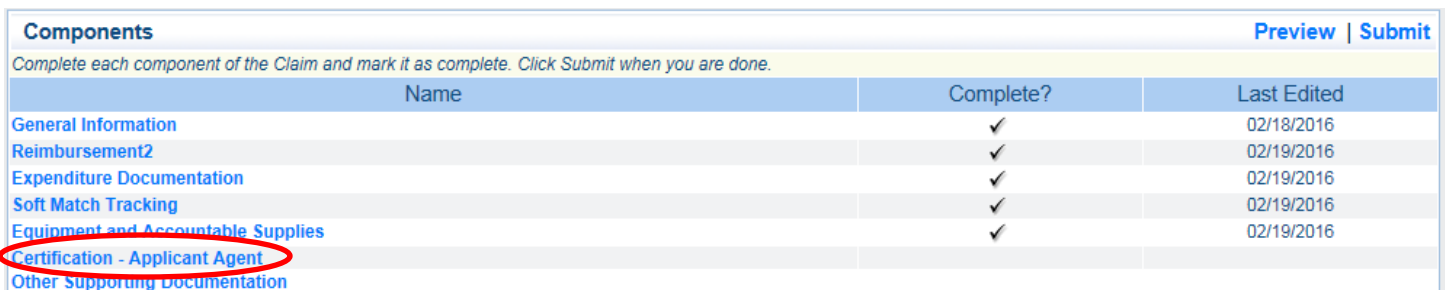
#### Equipment Inventory

Create New Version | Mark as Complete | Go to Claim Forms

| AEI # | Description of Equipment/Accountable Supply | Serial Number | Acquisition Date | Grant Funds Spent | Physical Location of Equipment | Additional Information |
|-------|---|---------------|------------------|-------------------|--------------------------------|------------------------|
| 12345 |   |               |                  | \$0.00            |                                |                        |

You should now be returned to the components screen which should look similar to the screen below.

You're ready to move on to the next component, click on 'certification-applicant agent' to continue.



Components Preview | Submit

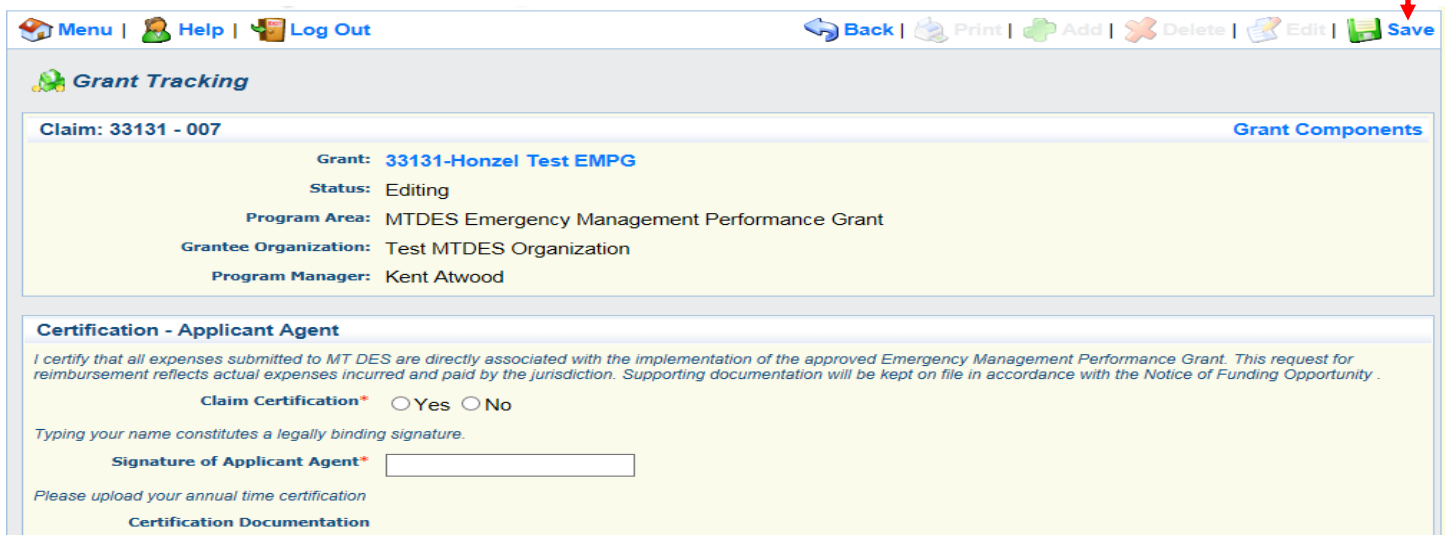
Complete each component of the Claim and mark it as complete. Click Submit when you are done.

| Name                                   | Complete? | Last Edited |
|--|-----------|-------------|
| General Information                    | ✓         | 02/18/2016  |
| Reimbursement2                         | ✓         | 02/19/2016  |
| Expenditure Documentation              | ✓         | 02/19/2016  |
| Soft Match Tracking                    | ✓         | 02/19/2016  |
| Equipment and Accountable Supplies     | ✓         | 02/19/2016  |
| <b>Certification - Applicant Agent</b> |           |             |
| Other Supporting Documentation         |           |             |

You should now see a screen that looks similar to the screen below.

Enter the information asked for into the required fields and click 'save' to continue.

Take note of the section at the bottom asking for time certification, you'll upload that on the next screen.



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Grant Tracking

Claim: 33131 - 007

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

#### Certification - Applicant Agent

I certify that all expenses submitted to MT DES are directly associated with the implementation of the approved Emergency Management Performance Grant. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file in accordance with the Notice of Funding Opportunity .

Claim Certification\* ☐ Yes ☐ No

Typing your name constitutes a legally binding signature.

Signature of Applicant Agent\*

Please upload your annual time certification

Certification Documentation

After you've clicked save on the previous screen, you should now see a screen that looks similar to the screen below:

Click the 'add' button to upload your time certification form.

**Certification - Applicant Agent**[Mark as Complete](#) | [Go to Claim Forms](#)


*I certify that all expenses submitted to MT DES are directly associated with the implementation of the approved Emergency Management Performance Grant. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file in accordance with the Notice of Funding Opportunity .*

**Claim Certification\*** Yes

*Typing your name constitutes a legally binding signature.*

**Signature of Applicant Agent\*** Jane Doe

*Please upload your annual time certification*

**Certification Documentation**  Add

You should now see a pop up window that looks similar to the screen below:

Click 'browse' to find your time certification file on your computer.

**Attach File**

**Upload File:**

Once you've selected your time certification file on your computer, it'll show in the screen below. Click 'attach file' to continue.

**Attach File**

**Upload File:** Y:\Sample time certification.docx

You should now see a screen that looks similar to the screen below:

Note that the time certification that you just entered is showing at the bottom of the page.

Click 'Mark as Complete' to continue.

**Certification - Applicant Agent**[Mark as Complete](#) | [Go to Claim Forms](#)


*I certify that all expenses submitted to MT DES are directly associated with the implementation of the approved Emergency Management Performance Grant. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file in accordance with the Notice of Funding Opportunity .*

**Claim Certification\*** Yes

*Typing your name constitutes a legally binding signature.*

**Signature of Applicant Agent\*** Jane Doe

*Please upload your annual time certification*

**Certification Documentation** [Sample time certification.docx](#)  Delete

You should now be taken back to the 'components' screen, which should look similar to the screen below.

You're now ready to complete the next component, click on 'other supporting documentation'.

This section is for you to upload any additional files you wish MT DES Grants Bureau to have. If you don't have any additional files, you still need to enter this section in order for your claim to be complete.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| <a href="#">General Information</a>   | ✓         | 02/18/2016  |  |
| <a href="#">Reimbursement2</a>  | ✓         | 02/19/2016  |  |
| <a href="#">Expenditure Documentation</a>   | ✓         | 02/19/2016  |  |
| <a href="#">Soft Match Tracking</a>   | ✓         | 02/19/2016  |  |
| <a href="#">Equipment and Accountable Supplies</a>  | ✓         | 02/19/2016  |  |
| <a href="#">Certification - Applicant Agent</a>   | ✓         | 02/19/2016  |  |
| <a href="#">Other Supporting Documentation</a>  |           |             |  |



You should now see a screen that looks similar to the screen below.

If you have any documents that you'd like to upload, click the 'add' button.

If you don't have any documents to add, click 'mark as complete' to continue.

The screenshot shows a web application interface for 'Grant Tracking'. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. To the right of the navigation bar are action buttons: 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the navigation bar, the main content area displays details for a specific claim: 'Claim: 33131 - 007'. To the right of these details is a link for 'Grant Components'. The claim details include: 'Grant: 33131-Honzel Test EMPG', 'Status: Editing', 'Program Area: MTDES Emergency Management Performance Grant', 'Grantee Organization: Test MTDES Organization', and 'Program Manager: Kent Atwood'. Below the claim details, there is a section titled 'Other Supporting Documentation' with links for 'Create New Version', 'Mark as Complete', and 'Go to Claim Forms'. Below this section is a table with the following headers: 'Description', 'File Name', 'File Size', and 'Date Uploaded'. A red arrow points from the 'Add' button in the top navigation bar to the 'Mark as Complete' link in the 'Other Supporting Documentation' section.

| Description | File Name | File Size | Date Uploaded |
|-------------|-----------|-----------|---------------|
|-------------|-----------|-----------|---------------|

If you clicked 'add' on the previous page, you'll now see a screen that looks similar to the screen below.

If you did not have any additional documents to upload and you clicked 'mark as complete' on the previous page, skip this section and move to the next step.

Click 'browse' to search for the applicable files on your computer.

The screenshot shows a web application interface for 'Attach File'. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. Below the navigation bar, the main content area displays the 'Attach File' section. It includes a link for 'Upload other supporting documentation as necessary'. Below this link, there is a form with two fields: 'Upload File:' and 'Description:\*'. The 'Upload File:' field has a 'Browse...' button next to it, which is circled in red. The 'Description:\*' field is a text area with a vertical scrollbar on the right side.

| Description |
|-------------|
|-------------|

Once you've selected the files you want to upload on your computer be sure to enter a description of the file and click 'save' to continue.

**Application**

**Attach File**

Upload other supporting documentation as necessary

Upload File: Y:\Sample additional documents.docx

Description:\*

Once you've clicked 'save' on the previous screen, you should now see a screen that looks similar to the screen below.

If you have additional documents to upload you can click 'add' again and upload additional documents.

Once you've uploaded all the documents you need, click 'mark as complete' to continue.

**Grant Tracking**

Claim: 33131 - 007

Grant: 33131-Honzel Test EMPG

Status: Editing

Program Area: MTDES Emergency Management Performance Grant

Grantee Organization: Test MTDES Organization

Program Manager: Kent Atwood

**Other Supporting Documentation**

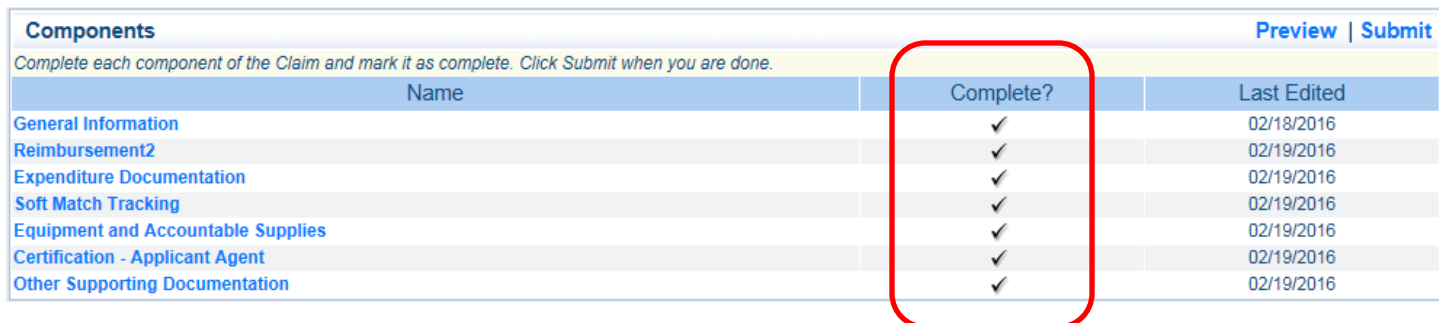
Create New Version | Mark as Complete | Go to Claim Forms

| Description                 | File Name                        | File Size | Date Uploaded |
|-----------------------------|----------------------------------|-----------|---------------|
| sample additional documents | Sample additional documents.docx | 12 KB     | 02/19/2016    |

You should now be taken back to the 'components' screen, which should look similar to the screen below.

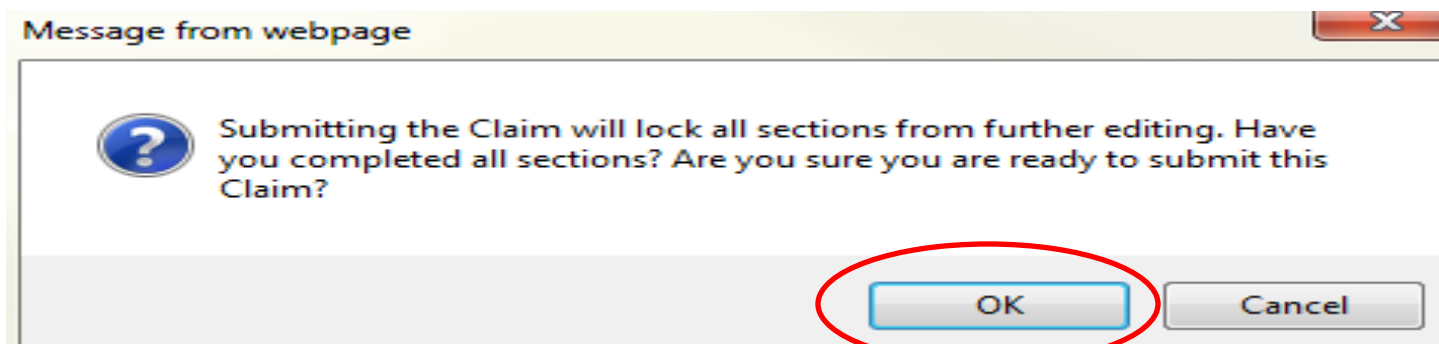
Note that you should now have a checkmark next to each component. If you don't see a checkmark click back into that component and ensure that you've completed the information asked for.

Once you have all checkmarks, click 'submit' to continue.




| Components  |           |  | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|--|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |  |  |
| Name  | Complete? |  | Last Edited                                      |
| <a href="#">General Information</a>   | ✓         |  | 02/18/2016                                       |
| <a href="#">Reimbursement2</a>  | ✓         |  | 02/19/2016                                       |
| <a href="#">Expenditure Documentation</a>   | ✓         |  | 02/19/2016                                       |
| <a href="#">Soft Match Tracking</a>   | ✓         |  | 02/19/2016                                       |
| <a href="#">Equipment and Accountable Supplies</a>  | ✓         |  | 02/19/2016                                       |
| <a href="#">Certification - Applicant Agent</a>   | ✓         |  | 02/19/2016                                       |
| <a href="#">Other Supporting Documentation</a>  | ✓         |  | 02/19/2016                                       |

Once you click 'submit', you should see a pop up window similar to the screen below. If you are ready to submit your claim, click 'ok'.






**Message from webpage**







 Submitting the Claim will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Claim?


You should see a screen similar to the screen below if your claim was submitted successfully.

You're now finished submitting your claim!

The MT DES Grants Bureau staff will now review your claim and will contact you if they need any further information.

 Menu |  Help |  Log Out

 Back |  Print |  Add |  Delete |  Edit |  Save

 **Claims**

**Claim Submitted Confirmation**

You have successfully submitted your Claim numbered [007]. We have received your Claim for review.  
Click [here](#) to print claim.